



OPERATING AND MAINTAINING YOUR SISTER CITIES ORGANIZATION TOOLKIT

Checklist

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| | General Operational Procedures |
| | Review your by-laws once a year |
| | Check your state's non-profit status and update if needed (if applicable) |
| | Pay taxes (if applicable) |
| | Send out membership dues notices (if applicable) |
| | Review your organization's sister city committees to see if changes are needed |
| | Prepare and approve the annual budget |
| | Meet with all committee chairs to plan activities |
| | Review / update your policy and procedure guidelines |
| | Membership / Volunteers |
| | Develop / review plan to keep members/volunteers active |
| | Hold an annual member/volunteer recruitment drive |
| | Update your membership/volunteer list |
| | Invite members/volunteers to join sister city committees |
| | Promoting Your Organization |
| | Maintain an updated website |
| | Maintain an updated social media presence |
| | Create and maintain event ideas |
| | Create and update fundraising ideas |
| | Meet with city officials to update them on planned events, programs, and delegation visits |
| | Create a press kit |
| | Identify and update press contacts list |
| | Plan the annual meeting |
| | Send out invitations to all members and prospective members |
| | Develop annual meeting agenda |
| | Recruit new board members as needed |
| | Hold elections each year for officers and board members |